# ProgrammingLibrarian.org

Thank you for your interest in submitting your library program to ProgrammingLibrarian.org!

Please use the webform to tell us about you, your library and your program. To safeguard against losing your work, we encourage you to type your answers in another program and then copy and paste them into the website form. You may also upload documents, images and videos.

Our automated system will email you within 24 hours to confirm that your submission has been received. If you do not receive an email confirmation, please email your submission to us, including attachments, at [programminglibrarian@ala.org](mailto:programminglibrarian@ala.org?subject=Program%20Submission). Thank you!

Please note that if your submission is chosen for publication, it will be publicly available on our website. If you have any questions, please contact us.

**Personal Data Notification**

The ALA (American Library Association and its units) and the ALA-APA (Allied Professional Association) (collectively “ALA”) use the personal data you provide to the ALA to process membership, inform you of products, services, conferences, education opportunities, events and for other purposes which are within the Association’s mission.  To accomplish these actions, ALA contracts with third-parties who gather and process personal data to complete interactions such as online purchases, conference registration, and fulfillment. The personal data as provided is processed and stored as a legitimate Interest to the ALA in order to fulfill your requests for information and services from ALA.

For more information, review [ALA’S PRIVACY POLICY](http://www.ala.org/privacypolicy).

**PART 1: ABOUT YOUR LIBRARY**

**Your name:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Job title/affiliation:** Click or tap here to enter text.

**Library name:** Click or tap here to enter text.

**Library location (city, state):** Click or tap here to enter text.

**Library type:**Choose an item.

**Library description:** Please provide a brief (100-word max) description of your library and the community it serves. You may wish to include your service population size, relevant demographic information, staffing information, and/or a dominant issue facing your community/library that is relevant to your program submission. (*Example: River Creek Public Library serves two rural towns in southeastern Wyoming. We are staffed by one full-time librarian. Our community elementary school recently eliminated its librarian position.)*

Click or tap here to enter text.

**PART 2: ABOUT YOUR PROGRAM**

**Program title:**Click or tap here to enter text.

**Date program was/will be held (for program series, list multiple dates or a date range):** Click or tap to enter a date.

**Program summary:** Please provide a brief (100-word maximum) description of your library program. This should be a very short “snapshot” of the program so readers can get the gist quickly; you may go into greater detail in the Detailed Description section below. (*Example: River Creek Readers is a parent-child reading contest held annually in partnership with area elementary schools.)*

Click or tap here to enter text.

**Program category:** Which category below best describes your program? Check all that apply.

Black History Month

Books and Authors

Coloring, Crafts & Hands-on

Community Engagement

Grants and Fundraising

Great Stories Club

Health and Wellness

Humanities

Marketing and Communications

Media literacy

New Americans

Passive Programming

Social-distancing programs

STEM

Tech and Gaming

Virtual

Women’s History Month

**Target audience:** What age group did your program target? Check all that apply.

Adult

Young adult

Children/Family

Older adult

All

Other

**Program budget:** How much did this particular program cost your library? Please check only one; you may elaborate in the Detailed Description section below.

Free

$1 –50

$51 –100

$101 – 250

$251 – 500

$501 – 1,000

$1,001 – 2,500

$2,501 – 5,000

$5,000 +

**Grant funding:** Was this program affiliated with an ALA or non-ALA grant or program?

Choose an item.

If yes, please specify:

Click or tap here to enter text.

**Collaborations:** Was this program the result of a partnership with another organization?

Choose an item.

If yes, please specify (e.g., local high school, university, arts organization):

Click or tap here to enter text.

**PART 3: DETAILED DESCRIPTION**

Please limit your responses to 200 words per question. You may include relevant materials in the Attachments section below.

**Advance planning:** What were your goals or learning outcomes for this program? How far in advance did you start planning? Who was involved? What steps did you take? Did you come across any unexpected challenges?

Click or tap here to enter text.

**Marketing:** How/when did you promote the event to your targeted audience? How successful were you?

Click or tap here to enter text.

**Budget:** If there was a cost associated with the program, how did you spend the money? What suggestions would you make for cost-cutting, if needed?

Click or tap here to enter text.

**Day-of-event activity:** What set-up was needed the day of the event? How many staff members were needed and when? Did you face any unexpected challenges?

Click or tap here to enter text.

**Program execution:** Describe how the program played out. How many people attended? What feedback, if any, did you receive? Did you achieve your goals?

Click or tap here to enter text.

**Program evaluation:** If your program contained an evaluation component, please describe it here.

Click or tap here to enter text.

**Advice:** What advice would you offer peers interested in holding a similar program?

Click or tap here to enter text.

**PART 4: ATTACHMENTS**

**Important note:**  By submitting information and documents, you grant ALA permission to post them and permit their use by visitors to this website. Do not post any documents unless you have permission from the copyright holder to permit such use. By uploading any photos or videos from the event, you represent and warrant that you have obtained written permission from all individuals who are identifiable in each and every photo/video.  If you have not obtained written permission from the individuals who are identifiable in the photo, do not upload the photo.

You are encouraged to submit supplemental materials that may be useful to others wishing to create a similar program. This may include:

* Event photos
* Video URLs (e.g., YouTube, Vimeo)
* Planning documents
* Promotional materials (posters, postcards, fliers)
* Reading lists
* Scripts
* Work plans

Please be sure to remove any personal or confidential information, as these documents will be publicly available.

Please email your photos, video URLs (e.g., YouTube, Vimeo) and attachments to programminglibrarian@ala.org

**Important Note**: By submitting information and documents, you grant that other visitors of the website have the right to use your ideas, information and documents. Further, you agree to the following:

1. With respect to the write-up of your idea which you submit, you hereby assign all right, title and interest (including all intellectual property rights) in and to the written submission to ALA. Without limiting the foregoing, ALA may share, republish, distribute the same throughout the world in all means of expression by any method now known or developed hereafter, including electronic format, and to market or sell the same or any part of it as it sees fit.
2. With respect to the related materials you are providing in conjunction with the submission of your idea (for example flyers, budgets, other documents used in connection with your program) (“Related Materials”) you hereby grant ALA a royalty-free, worldwide, irrevocable, perpetual license to use, copy, distribute, display, publish, sublicense and transfer rights in and to the related materials in all means of expression by any method now known or developed hereafter, including electronic format, and to market or sell the same or any part of it as it sees fit.
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